



## NEW POSITION REQUEST TO COUNCIL

DATE OF REQUEST:	May 14, 2025
POSITION / JOB TITLE:	Human Resources / H&S Specialist
DEPARTMENT:	Human Resources
ANNUALIZED COST (includes benefits):	\$134,496.18
EQUIPMENT COSTS:	Laptop computer, desk phone, new office sit/stand desk - TBD
ESTIMATED START DATE:	ASAP - August 2025
TYPE OF EMPLOYMENT:	Fulltime

**POSITION JUSTIFICATION:** Human Resources is requesting the need for an additional Human Resources (HR) position within the Municipality of Strathroy-Caradoc. Due to increased growth, evolving compliance requirements, and expanded organizational initiatives, this has significantly expanded the demands placed on our HR team which are currently operating beyond capacity, yet other important areas still need to be delivered. While our existing team is very dedicated and capable, they are stretched thin trying to manage all operational and strategic HR responsibilities. Adding an additional HR position will enhance our ability to support staff, maintain compliance, and contribute to strategic organizational goals.

HR continues to build the portfolio and manage all associated regulatory programs and policies and procedures. In a majority of cases, we are very reactive in our approach and we need to shift our efforts to pro activeness. This proactive approach will allow us to have a more focused lens on **Health & Safety, Training and Development, Employee Wellness, Organizational Planning, Policy Development and Performance Management to name a few.**

As an example of the capacity threshold, the seasonal recruiting alone (100+ positions) requires 1 FTE from the months of December through to May of each year. These corresponding requirements see increases in onboarding, benefits administration, training coordination, employee relations, and compliance activities. Currently, the HR department consists of a Director, HR Generalist / Payroll and a reoccurring HR student.

I propose the addition of one full-time HR position to the HR team. This position would support:

- Recruitment and onboarding
- Employee relations and engagement
- Benefits administration
- HR compliance tracking and reporting
- Health & Safety compliance tracking and reporting
- Training and development coordination
- Assist with Employee Wellness initiatives

## IMPACT OF NOT APPROVING POSITION:

Despite the increased demand and workload, the size of the HR team has remained static, creating bottlenecks in service delivery and increasing the risk of errors or delayed responses. The challenges include: **Workload Overextension, Compliance and Risk Exposure, Employee Support & Retention, Health & Safety Program Gap and Employee Wellness Program Implementation.**

We would remain in a reactive state in dealing with a great amount our HR matters

Adding an additional HR position is a strategic investment in our workforce infrastructure. It ensures that our growing Municipality is properly supported, compliant, and positioned for future success. Approval of this request is essential for sustaining operational efficiency and achieving long-term HR and organizational goals.